

A Guide to Getting Started with the AmeriCorps VISTA Applicant Tracking Tool

The AmeriCorps VISTA Applicant Tracking Tool will help you stay organized, monitor all the necessary steps, and record applicant information throughout the VISTA recruitment process.

This tool was designed with multiple recruiters in mind, to be used with Google Drive, Dropbox, or your organization's shared folder system.

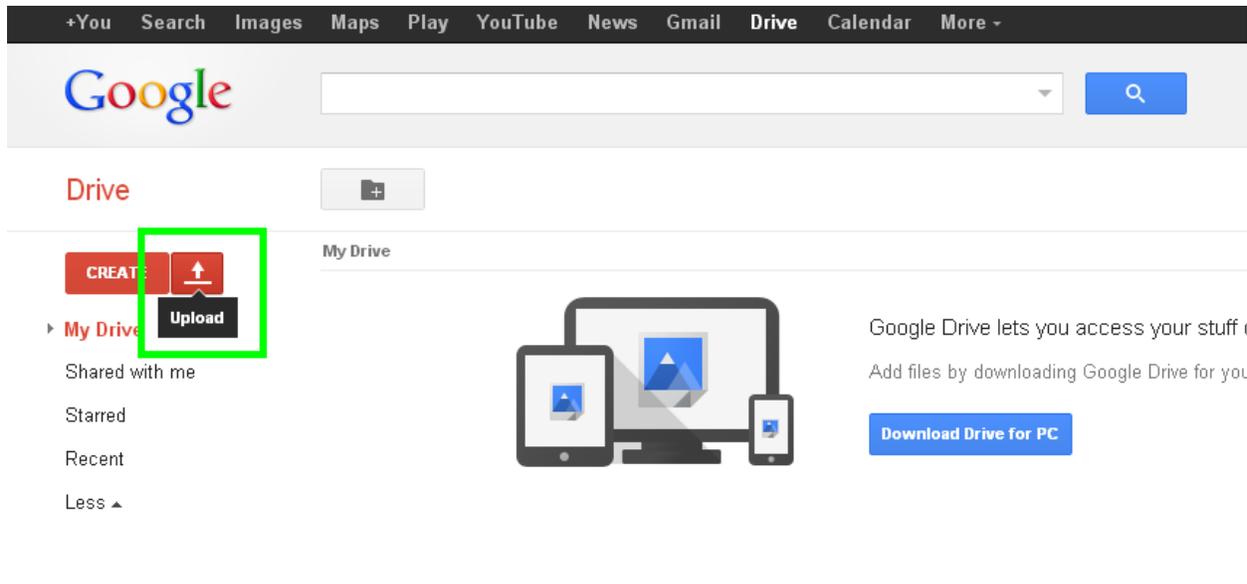
Begin by downloading the AmeriCorps VISTA Applicant Tracking Tool to your desktop. Please note that this tool was created to be customized for your specific recruitment needs, and it may include columns that are not relevant to your recruitment efforts. Review the columns and make any desired modifications.

If you are an intermediary organization with multiple host sites, you may not want every site to have the ability to see all applicants, as some individuals may apply to more than one site within the same project. If this is the case, it might be worthwhile to save several copies of this tool to your sharing platform: one for each host site to track applicants, and one for you to organize all applicants.

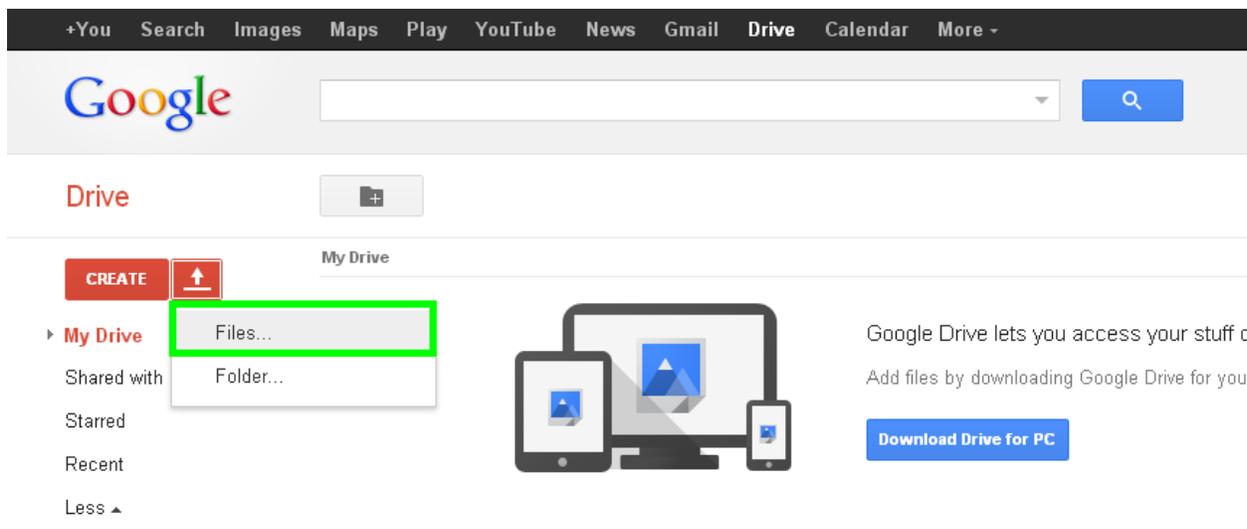
Below are step by step instructions to upload and share this tool using Google Drive with your recruitment team. Instructions for using it with Dropbox are included as well.

USING THE TRACKING TOOL WITH GOOGLE DRIVE

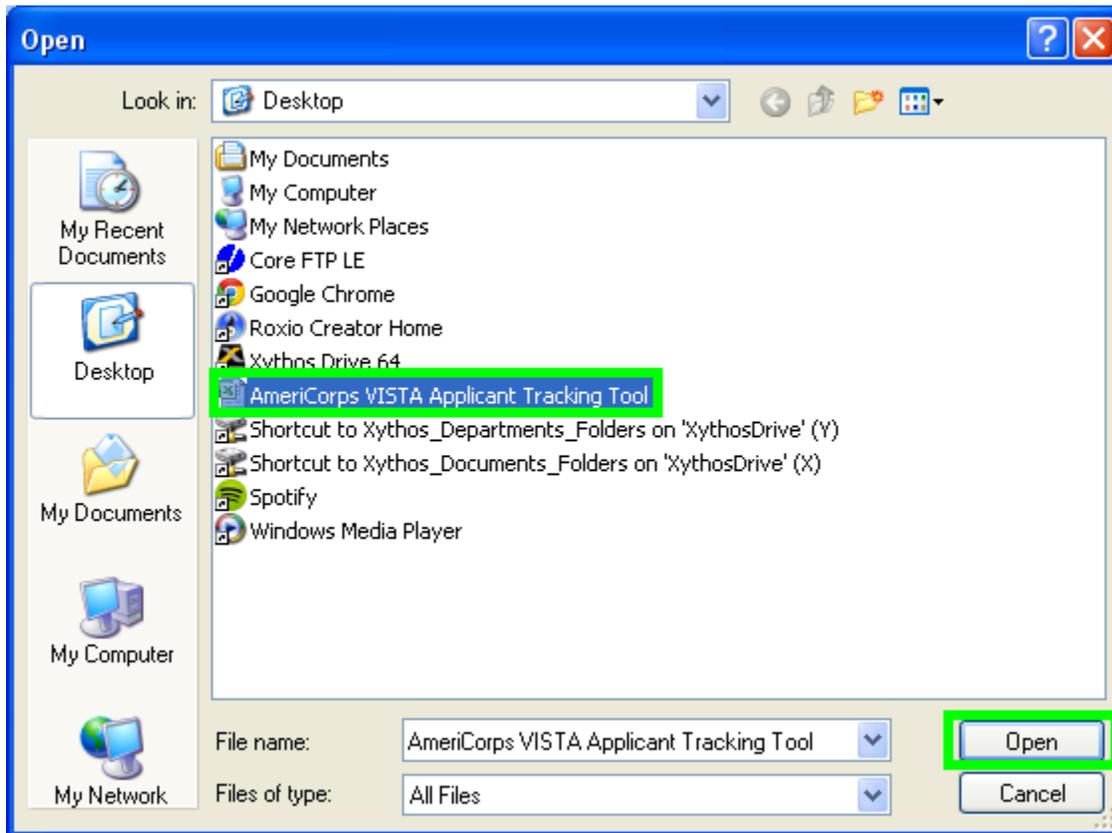
STEP 1: Click the "Upload" button on the left side menu of your Google Drive.



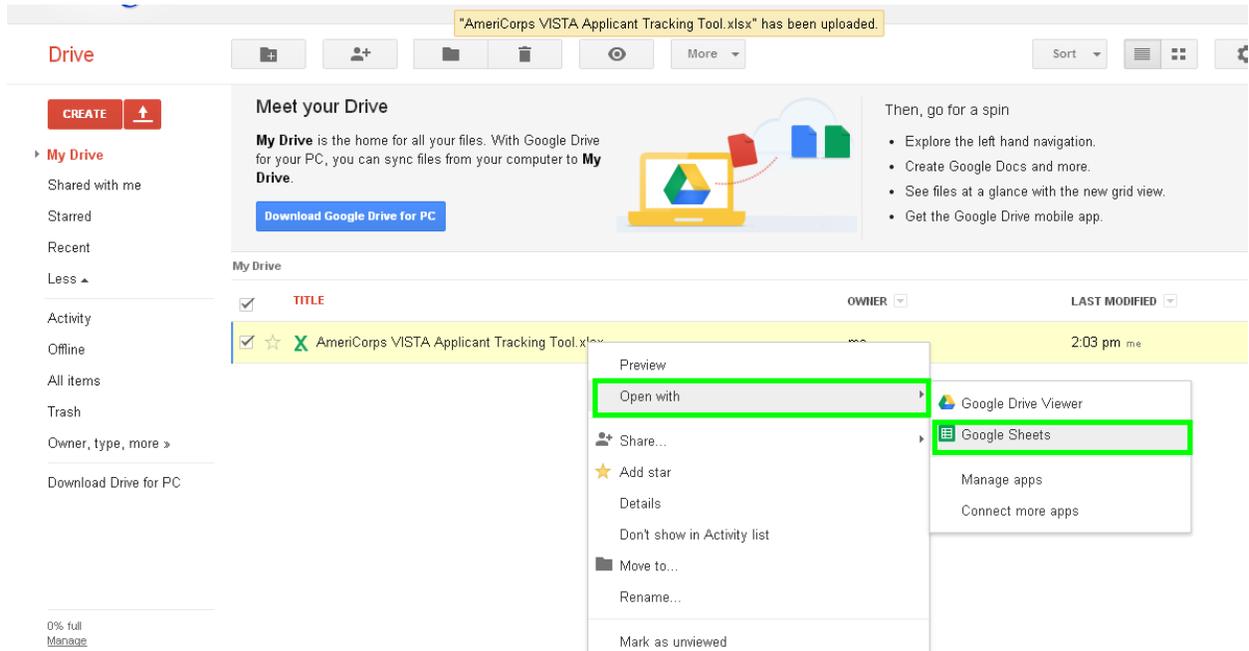
STEP 2: Click "Files."



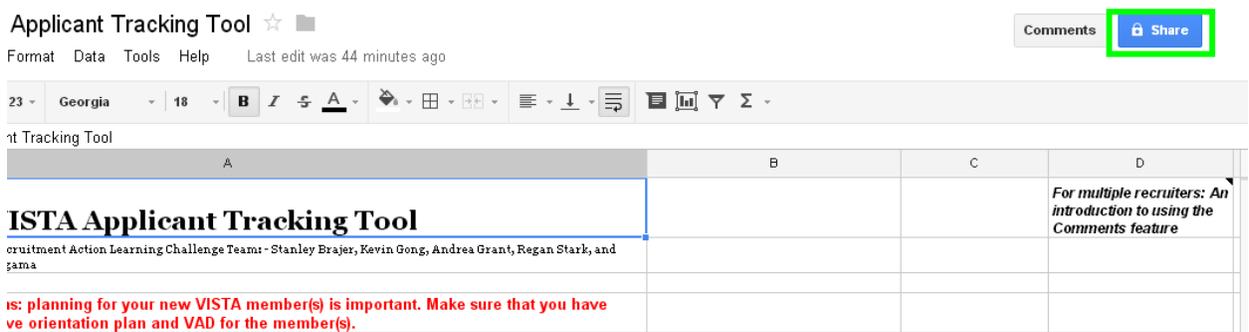
STEP 3: Select “AmeriCorps VISTA Applicant Tracking Tool” and click “Open.”



STEP 4: You will now see the Tracking Tool in your Google Drive. Right-click on the file name and select "Open with," then click "Google Sheets." The Tracking Tool will now open as a Google spreadsheet. This enables you to edit and share the Tracking Tool with your fellow recruiters, if applicable.



STEP 5: After the Tracking Tool has opened as a Google Spreadsheet, click "Share" in the upper right corner.



STEP 6: Enter the email addresses of your fellow recruiters (if applicable), then click “Share & save.”

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/spreadsheet/ccc?key=0Ah6cjZEFYX1udFFJU1JteE1WREcw>

Share link via:    

Who has access

	Private - Only the people listed below can access	Change...
	Action Learning Challenge (you) recruitme...	Is owner

Invite people:

[Can edit](#) ▾

Notify people via email - [Add message](#)

Send a copy to myself

[Share & save](#) [Cancel](#)

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

A NOTE ON USING THE COMMENTS FEATURE: To insert a comment in the Google Spreadsheet, simply right-click on any field and select “Insert comment.” Type your text, and then click “Comment.” This will allow all users to see comments made, who made them, and what time they were made. Comments

can also be edited or deleted at any time. You can also type in @emailaddress@emailaddress.com and an e-mail can be generated to that user's address. This may be helpful when multiple people are involved in the recruitment process so that they know where and when a comment has been made without having to search throughout the spreadsheet.

The Tracking Tool itself has instructions on how to use the comments feature, as well. These instructions can be found at the top of the spreadsheet.

You're now ready to utilize the AmeriCorps VISTA Applicant Tracking Tool with Google Drive. Good luck with recruitment!

USING THE TRACKING TOOL WITH DROPBOX

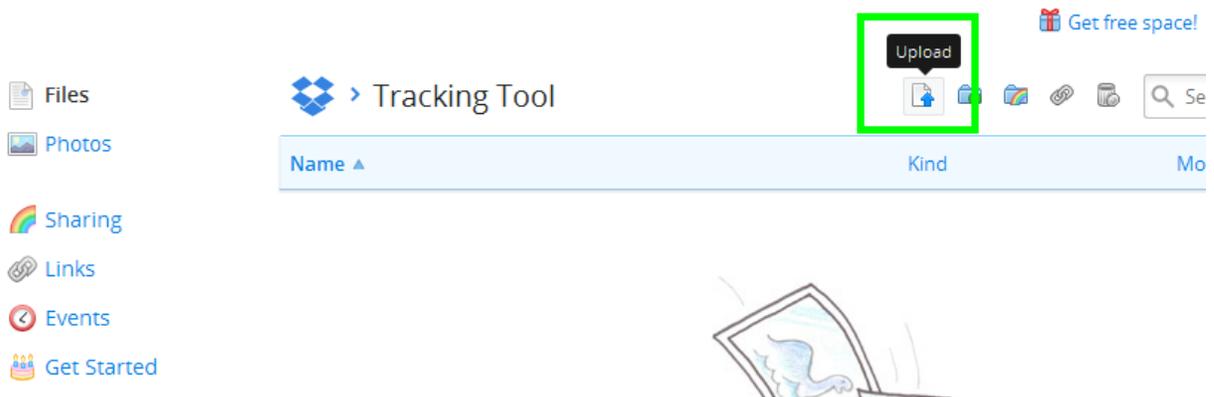
STEP 1: Create a new folder in your Dropbox account (for purposes of this guide, we will name this folder “Tracking Tool.”)



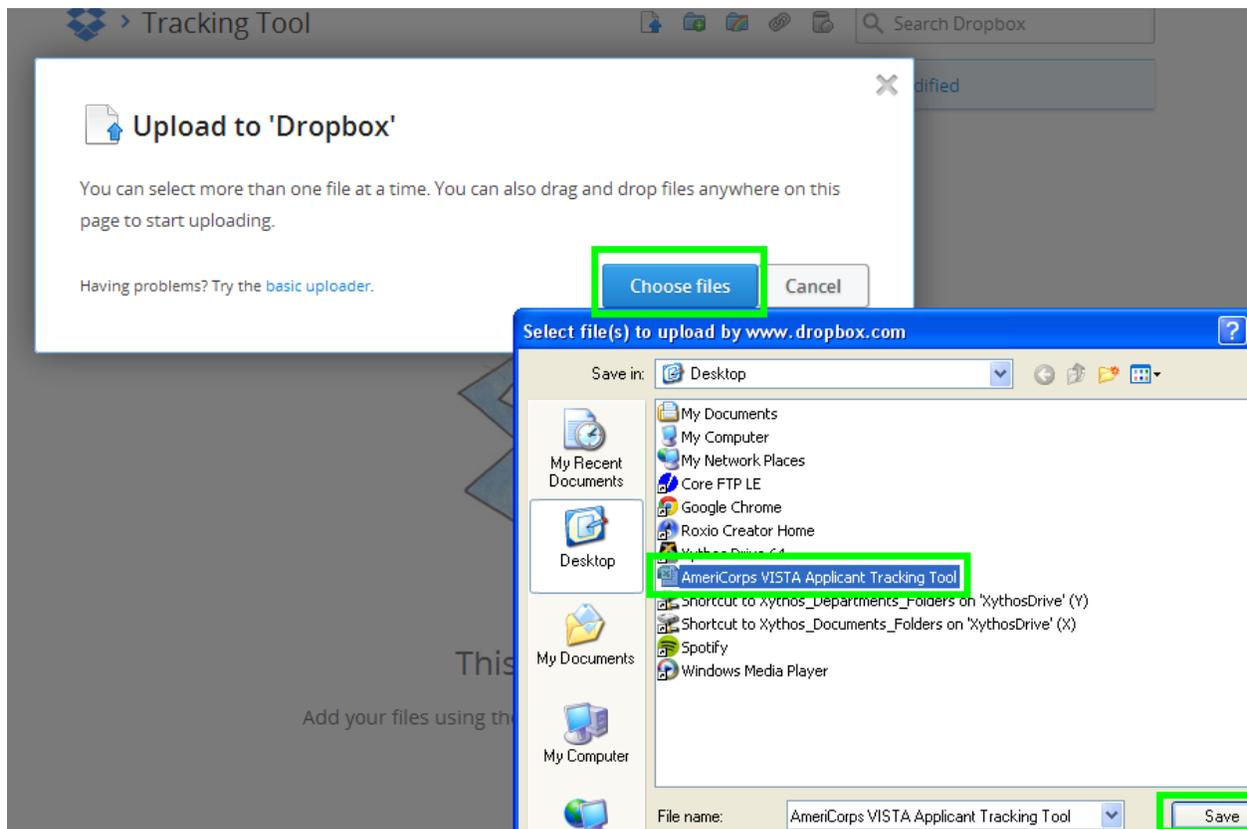
STEP 2: Click on the newly-created “Tracking Tool” folder.



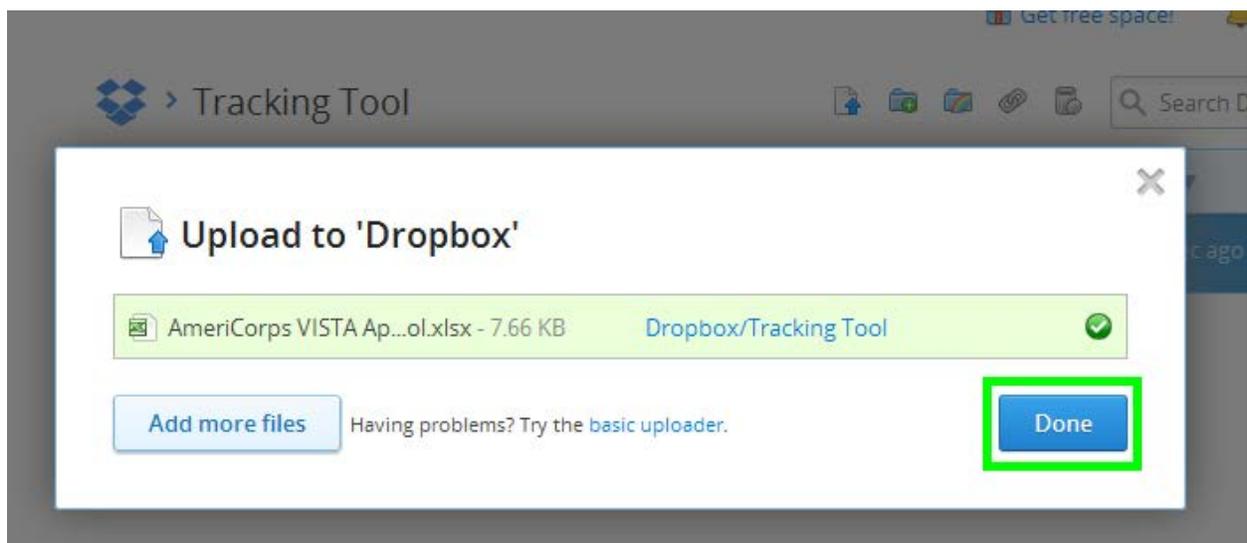
STEP 3: Once you are in the “Tracking Tool” folder, click the “Upload” icon.



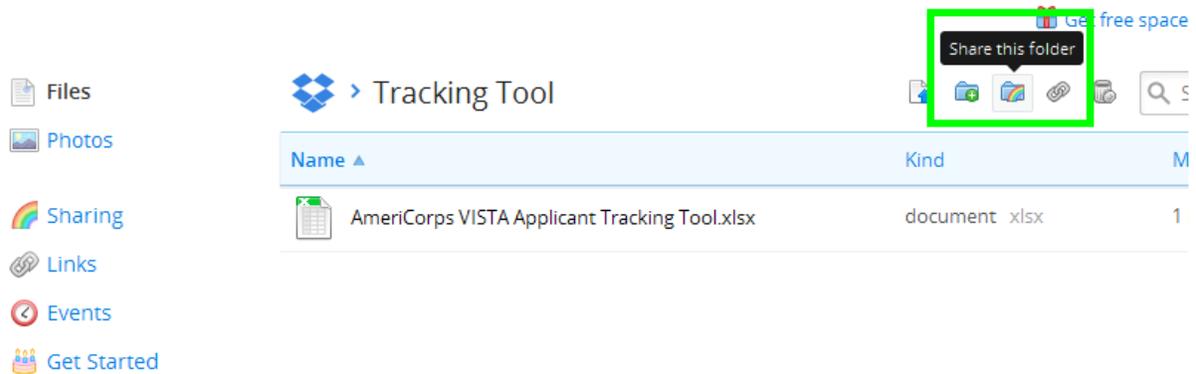
STEP 4: Select "Choose files." Browse for the Tracking Tool file, select it, and click "Save."



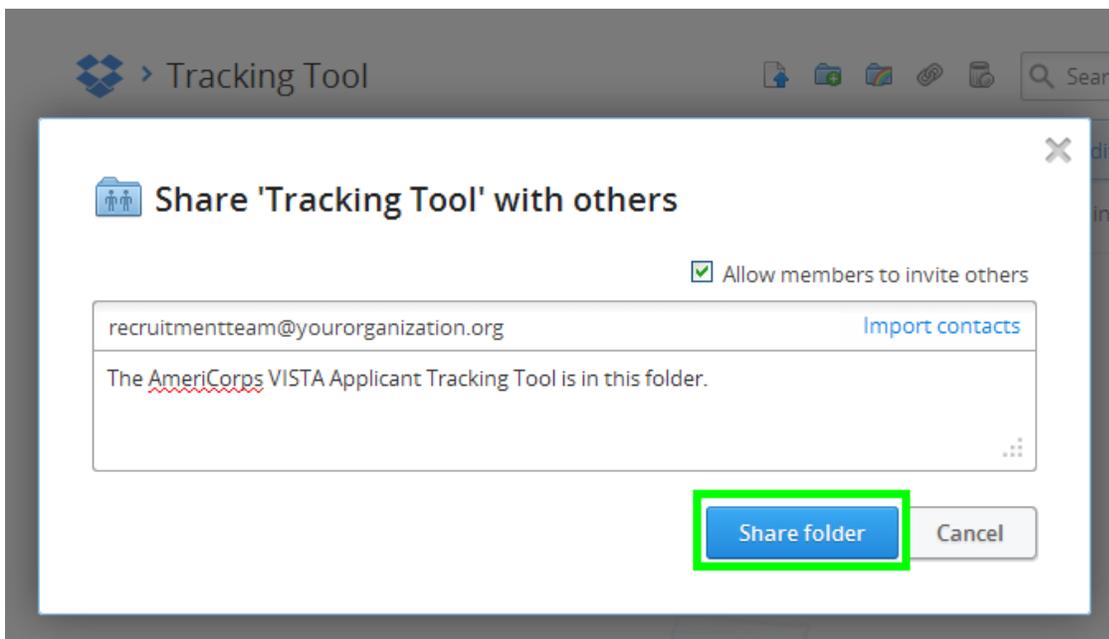
STEP 5: Once the file has uploaded, click "Done."



STEP 6: Share your Tracking Tool folder with the other members of your recruitment team by clicking on the “Share this folder” icon.



STEP 7: Enter the email address(es) and a message (optional) to your fellow recruiters, then click “Share folder.”



A NOTE ON USING THE COMMENTS FEATURE: To insert a comment in the spreadsheet, simply right-click on any field and select “Insert comment.” Type your text, and then click anywhere else on the spreadsheet. This will allow all

users to see comments made as well as who made them. Comments can also be edited or deleted at any time.

The Tracking Tool itself has instructions on how to use the comments feature, as well. These instructions can be found at the top of the spreadsheet.

You're now ready to utilize the AmeriCorps VISTA Applicant Tracking Tool with Dropbox. Good luck with recruitment!